

Change Job > Change Location to CERN

04.28.2015

Overview: A job requisition is not required to change the employee's location to CERN if the position they are in moves to CERN. Initiate the Job Change process to change the location.

If the supervisor is changing but the position is in the same division, when the Change Job > Change Location process is approved, initiate the Move Worker process to change the supervisor. Contact your HR Partner if you have any questions.

Change Employee's Location to CERN

1. Enter the Employee's name in the Search box.
2. Press Enter.
3. Click the Related Actions of the employee.
4. Click Job Change > Transfer, Promote or Change Job.
5. Click **OK**.

Start Details

6. Click the date field to open the Start Details fields.

START DETAILS	ENTER...
When do you want this change to take effect?	Verify/enter the start date
Why are you making this change?	Change Location
Who will be the manager after this change?	Do not change
Which team will this person be on after this change?	Do not change
Where will this person be located after this change?	CERN in Batavia Illinois

7. Click **Start**.

NOTE: If the employee is moving to a different team, the Move section displays. If this section displays a job requisition must be created and approved.

Job

JOB DETAILS	OPTIONS
Position	Do not change
Close the current position	Do not change
Job Profile	Do not change
Job Title	Do not change

Click **Next**.

Location

Verify the Location and Scheduled Weekly Hours are correct.

Click **Next**.

Details

No changes are required.

Click **Next**.

Attachments

1. Click **Add** to upload the offer letter.
2. Click **Attach**.
3. Select the offer letter and click **Open**.
4. Click **Prompt > Offer Letter** for the Document Category.
5. Click **Next**.

Organizations

No changes are required however changes can be made if appropriate.

NOTE: If the supervisor is changing but the position is in the same Supervisory Organization, when the Change Job > Change Location process is approved, initiate the Move Worker process to change the supervisor.

Click **Next**.

Compensation

No changes are required.

Click **Next**.

Summary

Review the summary page.

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Enter a housing or stipend as agreed upon.

If there is no housing or stipend, click the minus sign to delete those fields.

Add

Assignment Details	0.00 USD Monthly		Plan Name	Housing Allowance		Effective Date	05/04/2015	⊖	✎
Assignment Details	0.00 USD Monthly		Plan Name	Stipend		Effective Date	05/04/2015	⊖	✎

Click **Submit**.

Next Steps to Change Location to CERN

- ISO must approve/edit ID's of non-US Citizens for the employee assigned to CERN.
- Benefit Partner must edit benefits based on the employee's request.

NOTE: Recruiting only coordinates travel for new employees. The Division Administrator performs this Action for employees moving to CERN to work on a project.

- Transportation Services coordinates the shipping of goods of the worker assigned to CERN.